



7445 Mission Valley Rd., Suite 101
San Diego, CA 92108
Tel: 619-574-6909 ext. 132
Fax: 619-574-6641
www.pacificcollege.edu

Tutorial 1: PCOM Library On-Line Catalog

A. You can View the On-line Library Catalog at the Library's computers.

B. To view the Library collections from home go to the PCOM Current Students then to Library Website: <http://www.pacificcollege.edu/current>
<http://www.pacificcollege.edu/current/library/san-diego>

1. At the "Library" page you will see a menu of library information sources

2. Click on "Online Catalog." If you are in the library, the **Pacific College of Oriental Medicine Library Web page** will direct you to the **Online Catalog**.

3. **To begin a Search.** There are several options for **Search by category**
You can search the catalog by author, title, subject or keyword.

Keyword searching is recommended

If you are uncertain of the title, author or specific subject, because under keyword the system will retrieve everything that uses the words you entered.

The system defaults to exact, so it is best to **click on the Exact button to turn it off**

If you are certain of the author or title you can limit your search to one of those categories.

Do Not enter the words "**A, An or The**" for titles, as these words are not used in library catalogs.

The **Text** section of the PCOM catalog includes the Cataloged books as well as the unclassified books, (shelved by title), and the Research papers, (shelved in bin boxes).

Pacific College of Oriental Medicine
Catalog
Search for
 Exact Words
Search by
Material Type
A to Z Recent Arrivals Library Home Search PubMed E-Journals & Print Journals Books A-Z Help
Copyright © CyberTools, Inc. 2015

4. **Remember You MUST click off the check mark for EXACT Word.** If you forget, the system will search for the exact title or author or subject. Spelling errors are not forgiven

5. **Search By & Material Type:** **Search by** allows you to designate if you want, keyword, author title or subject. **Material type** allows you to select **All, text (books), journals, media – CDs, DVDs, videos, audiotapes or other formats.** If you want to see everything on a subject, or are uncertain of the materials, use **ALL**, which expands your search. If you want to limit the search select the category you

need. For example, If you search **Author: Flaws, B with ALL**, you will retrieve everything regardless of format, i.e., video, book etc.

Pacific College of Oriental Medicine Library, San Diego
 Search Results. Page 1/4, hits=97. Authors "Flaws, Bob, 1946-"
[Next](#) [Main](#) [Authors](#) [This Page](#) [All](#) [View Picks](#) [?](#)

- [Chinese pulse examination and pain](#)
Flaws, Bob,
CD #314
- [Female breast pain](#)
Flaws, Bob,
CD #314
- [Treating post-menopausal osteoporosis](#)
Flaws, Bob,
CD #355
- [TCM and common gynecological conditions](#)
Flaws, Bob,
CD #355
- [Certificate program in TCM Gynecology, Course 1, Case study 1&2](#)
Flaws, Bob,
Chinese Traditional Medicine; Gynecology
674
- [Certificate program in TCM gynecology, course 2, case study 1 & 2 with Bob Flaws](#)
Flaws, Bob,

To Print a title list. Once you begin to view the collection by the topics you want, you can also print the list. Just go to **File button** on your browser and hit **print and it will print the screen** (See Fig Below)

If you leave Material type unselected you will retrieve **ALL** books, journals, tapes, papers.

For Journals only select Journals. Pub Med Central journals w/full text is included.

Pacific College of Oriental Medicine Library, San Diego
 Search Results. Titles "diabetes". Serial (journal, magazine, periodical, etc.)
[Main](#) [Titles](#) [This Page](#) [View Picks](#) [?](#)

- [Diabetes, obesity & metabolism.](#)
Diabetes Mellitus; Obesity
Abstracts and index dates Jan 1999-Jan 1999; Full text dates Jan 1999-; Full text delay 12 months.
[Link to resource at Ebsco.](#)
- [International journal of clinical practice. Supplement.](#)
Search= ATTD yearbook: advanced technologies and treatment for diabetes
Clinical Medicine
Abstracts and index dates Jan 1998-Jan 1998; Full text dates Jul 2004-; Full text delay 12 months.
[Link to resource at Ebsco.](#)
- [European diabetes nursing : the official journal of the Federation of European Nurses in](#)
Diabetes Mellitus
Abstracts and index dates Jan 2004-; Full text dates Jun 2004-; Full text delay 12 months.
[Link to resource at Ebsco.](#)
- [Experimental diabetes research](#)
Diabetes Mellitus
[Link.](#)
Earliest volume v.2007,2007; Free access Immediate; Delayed release no delay.
[Link to archives at PubMed Central.](#)
[Link to most recent issue at PubMed Central](#)

6. The Search Now button begins your search. You will retrieve the titles for around three or four items on each screen, if there are more titles you can scroll down to the **NEXT button** to get more items. You can go back and forth if there are more titles. Just continue to hit **NEXT**, or to go back then hit **Previous**.

7. To see a full citation hit, Details. See below for book by Bob Flaws

Pacific College of Oriental Medicine Library, San Diego
 View Picks: 1 of 1 from PCOM Library - San Diego
[Search Results](#) [Main](#) [Browse Holdings](#) [All Sites](#) [Properties](#) [Cite](#) [?](#)

Main Entry: **Flaws, Bob, 1946-**
 Title: [630 questions & answers about Chinese herbal medicine = \[Zhong yi yao wen da liu bai shan shih ti\] : a workbook & study guide / by Bob Flaws.](#)
 Edition: 1st ed.
 Imprint: Boulder, CO : Blue Poppy Press, 1999c, 2006
 Physical Description: 159 p. ; 28 cm.
 Bibliography: Includes bibliographical references (p. 157-159).
 Topical Term: [Medicine, Chinese--Examinations, questions, etc.](#)
[Herbs--Therapeutic use--Examinations, questions, etc.](#)
 LCCN: 98094962
 ISBN: 1891845047; 9781891845048

Library	Volume/Issue/Year/Copy	Location	Call Number	Status
SD		Gen.Col.	R 601 F5723 1999	available
SD		Gen.Col.	R 601 F5723 1999	available

This will help you get started searching the online catalog. For help, ask a Library Assistant or call 619-574-6909, ext. 132. We are happy to help you.

See Tutorial 2 for additional search features.

Naomi C. Broering, MLS, MA, FACMI, [Dean of Libraries](#)

Background: About the Online Catalog

The Three PCOM libraries have 47,000 items in the collections. The San Diego campus library has over 18,500 items including books, media and research papers. There are over 100 Journal titles, 50+ current subscriptions, numerous online full texts. PubMed Central full text journals are listed in the Online Catalog. All library holdings can be searched through the Online Catalog. *The Online Catalog has been operational since 2002.*

The Library has one of the best Chinese Collections of medical classics. There is also a special book collection and integrated medicine books.

Over 200 Databases are available at: <http://pacificcollege.edu/library/index.html>

Cybertools Inc. maintains the PCOM library system. Cybertools includes all the accepted, standard library practice record systems for PCOM's use.

PCOM Library uses the Library of Congress (LC) Catalog and Classification system. The Library uses the standard Machine Readable Catalog Record (MARC), followed by the OCLC system and the ISBN. The medical subject headings are LC with some National Library of Medicine MESH subject headings when available. The cataloged books include LC call numbers and the MARC records. Journals include MARC records, ISSN and volume/issue holdings.

Library Collections- Online Catalog

All books, journals and digital collections can be searched in the system by title, author or keyword.

Books circulate for two weeks, unless they are Reference items.

The Chinese Collection circulates for two weeks with exception of a few reference items that are available for in-house use.

Collections take years to build, develop and grow. The PCOM library is growing rapidly. Generally, over 350 items are added annually.